

CLASS WITHDRAWAL / TRANSFER FORM

All requests for Transfers and Withdrawals must be made in person at the Park District office by completing this form.

- **Transfers** - \$5 processing fee applies for classes and camps.
- **Class Withdrawals** - \$5 processing fee applies if prior to start date of class/program. If request form is completed after start date, then request must be approved and \$5 processing fee applies as well as prorated refund starting with the date of the signed request.
- **Camp Withdrawals** - \$25 processing fee applies for camps. \$50 processing fee applies for requests made within 2 weeks of start of camp as stated in the brochure. These fees apply to each child that is withdrawn. If request form is completed after start date of camp, then request must be approved and \$50 processing fee applies as well as prorated refund starting with the date of the signed request.
- **Withdrawals Due to Medical Reasons During Program** - processing fee is waived and prorated refund is assessed with a doctor's note only, starting with the date of the signed request which is made at the Park District office.

Under no circumstances will refunds requested after the last day of class or camp be approved.

Name: _____ Phone: _____

Reason for Withdrawal or Transfer: _____

Class: _____ Program Code: _____

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If Transfer, Class transferring to: _____

Total Paid: _____

Service Charge: _____

Refund: _____

Participant's Signature: _____ Date: _____

Withdrawal: Approved Denied Signed _____